

# Bankimage User Manual

**October 2008**

**The Bankimage Website has  
been upgraded. If you have  
questions, please contact:**

**Jennifer Eubanks: 281-5301  
Technical Issues**

**Sherri Morano: 281-3885  
Unable to find a warrant**



State of Iowa Treasurer's Office

Images of redeemed state of Iowa warrants are now available on the state's Intranet. This document contains basic instructions on how to access these images through the Bankimage web application.

If you have any questions regarding use of this system, please contact Pat Martin (281-5617) or Monica McAninch (281-3885).

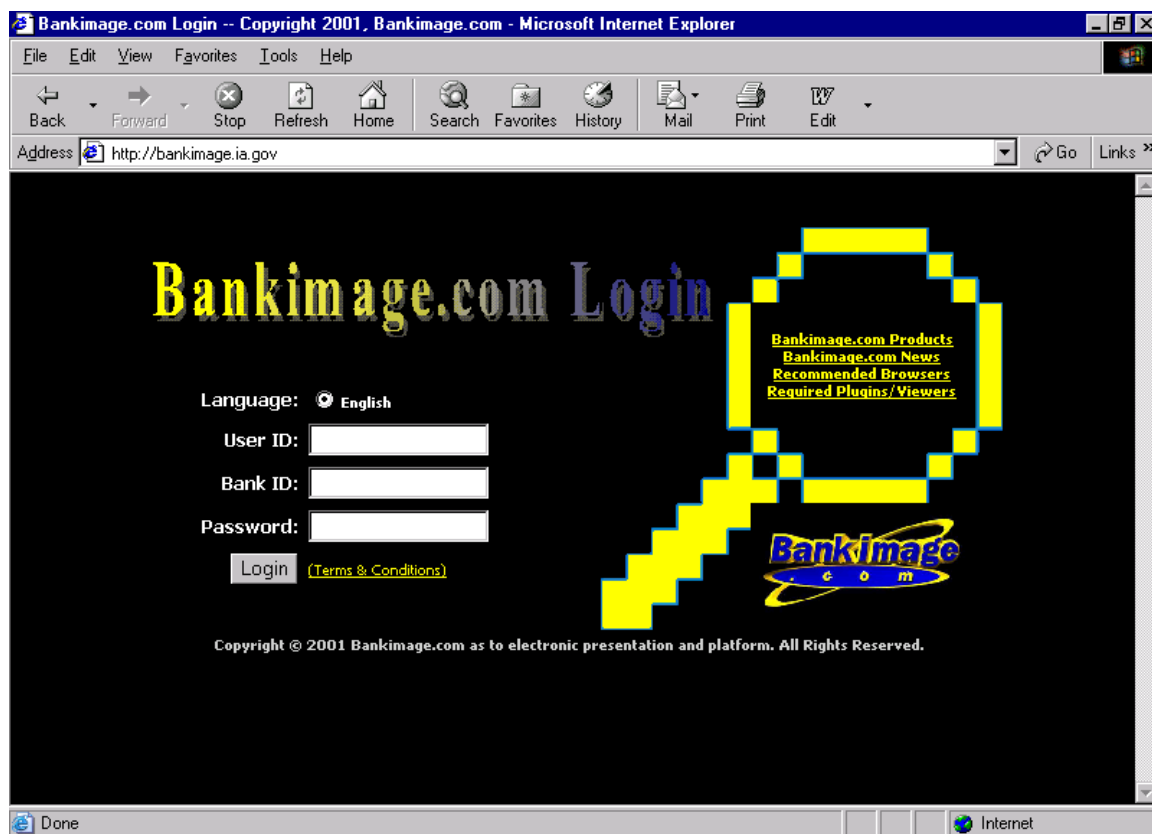
#### System Requirements:

Internet Explorer 5.0 or later running on a Windows-based system.

\*You must know the warrant number and redemption date to access and retrieve a warrant image.

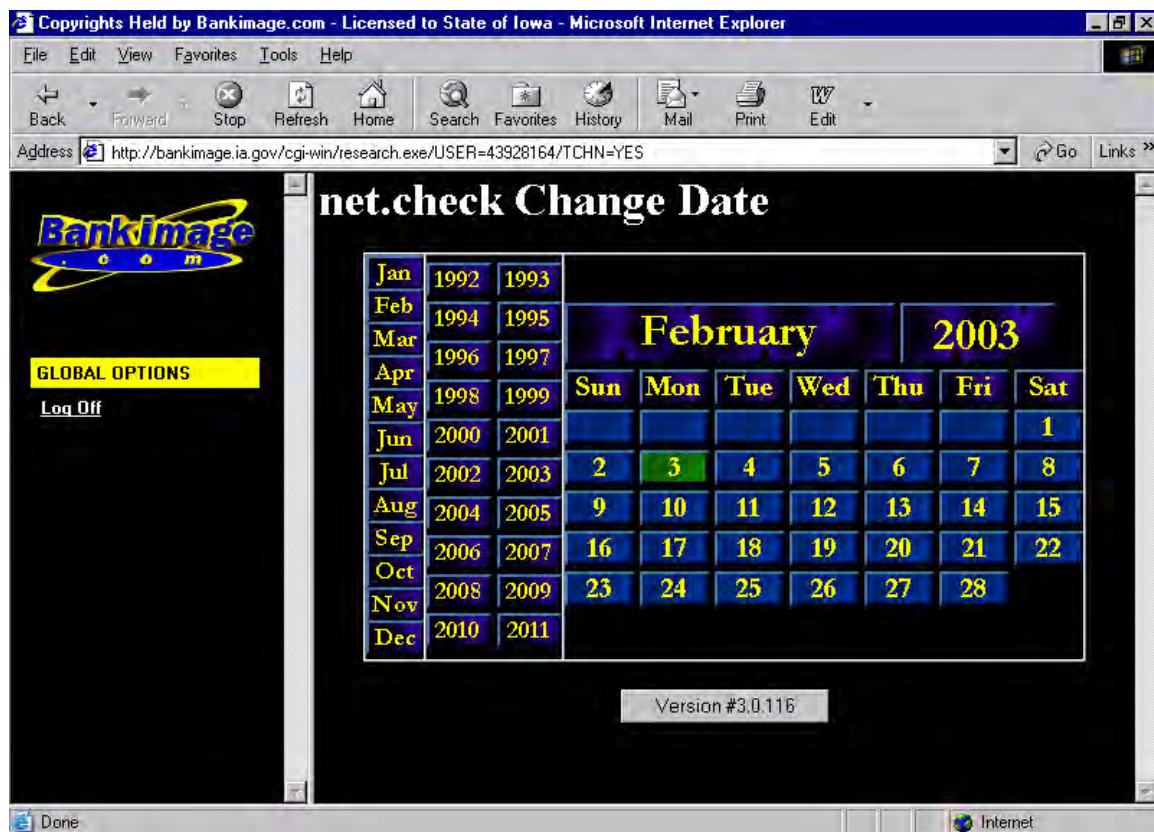
To access Bankimage:

1. Type this address in your web browser: <http://bankimage.ia.gov>
2. The following screen should appear



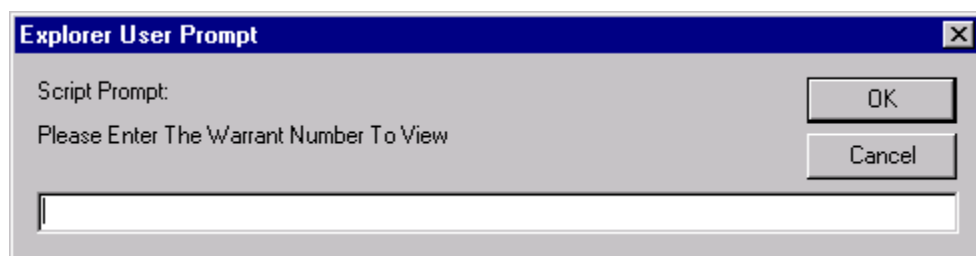
3. In the User ID box type in: treasquest
4. In the Bank ID box type in: stateia
5. In the Password box type in: warrantimage

6. Click on the Login button or hit enter and the following screen should appear:

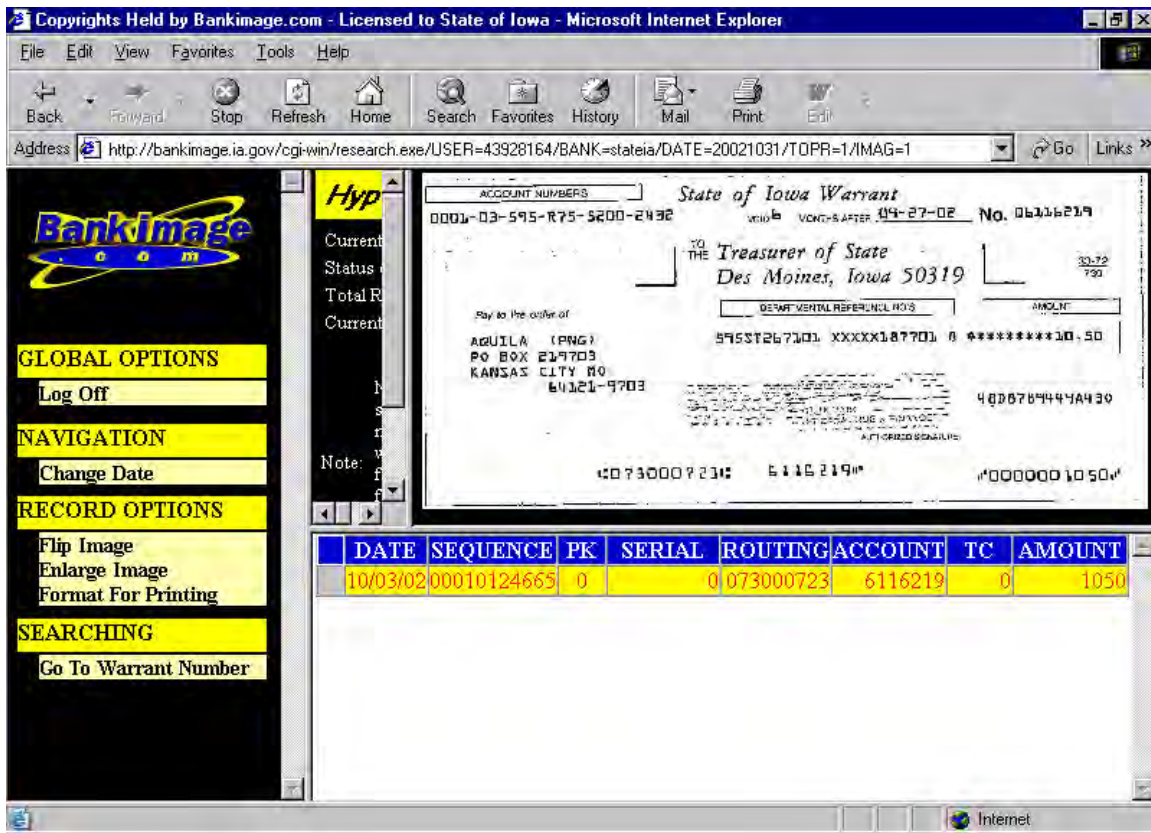


To find a warrant image:

1. Click on the warrant redemption year, month and day.
2. Look in the upper left corner of your screen. There should be a small gray script box like the one below where you can enter the warrant number you're looking for.

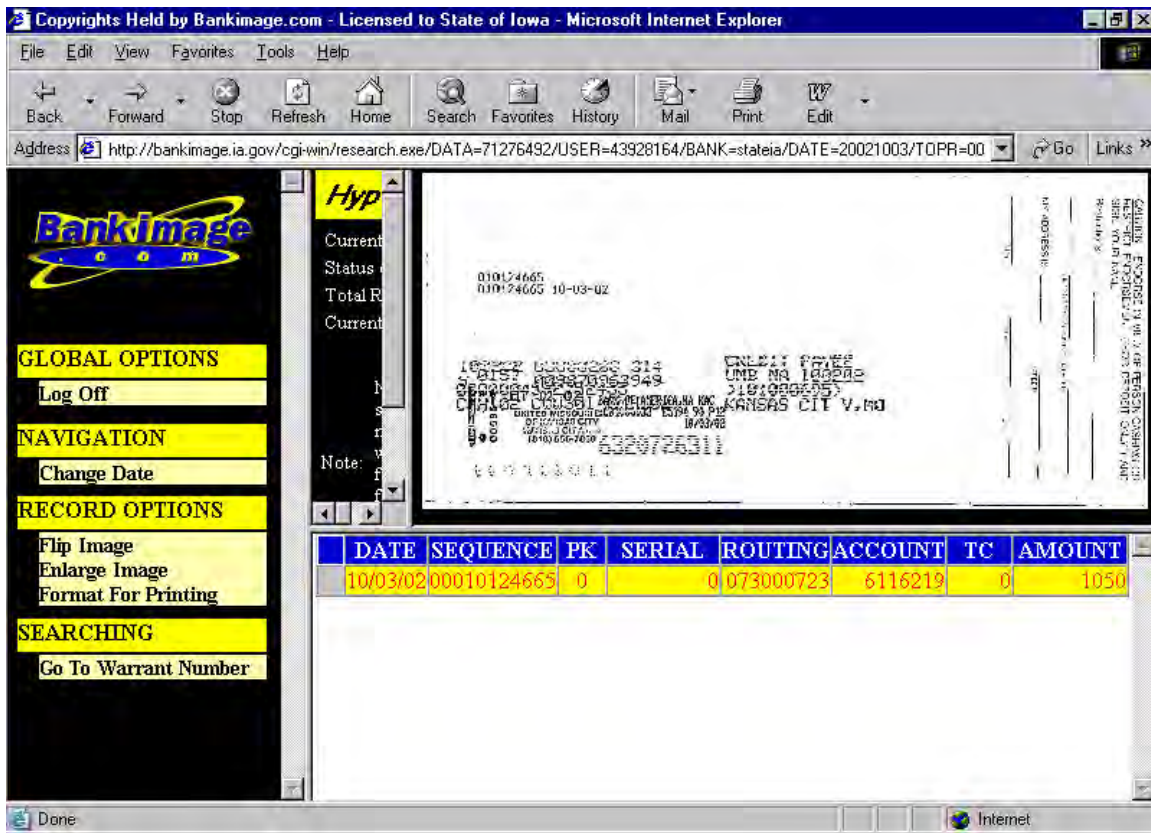


3. Enter the warrant number and click on OK or hit enter. A screen similar to the one on the next page should appear:

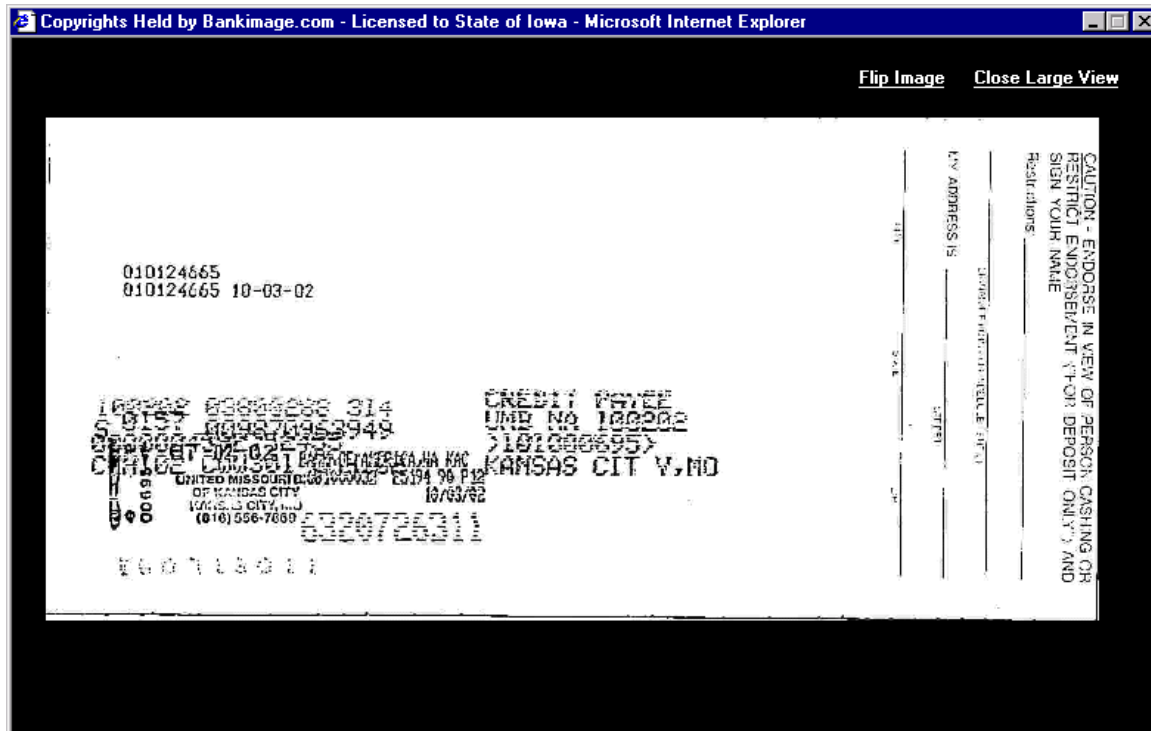


On the upper right portion of the screen is the image of the warrant. On the left side of the screen are options for viewing and printing the warrant.

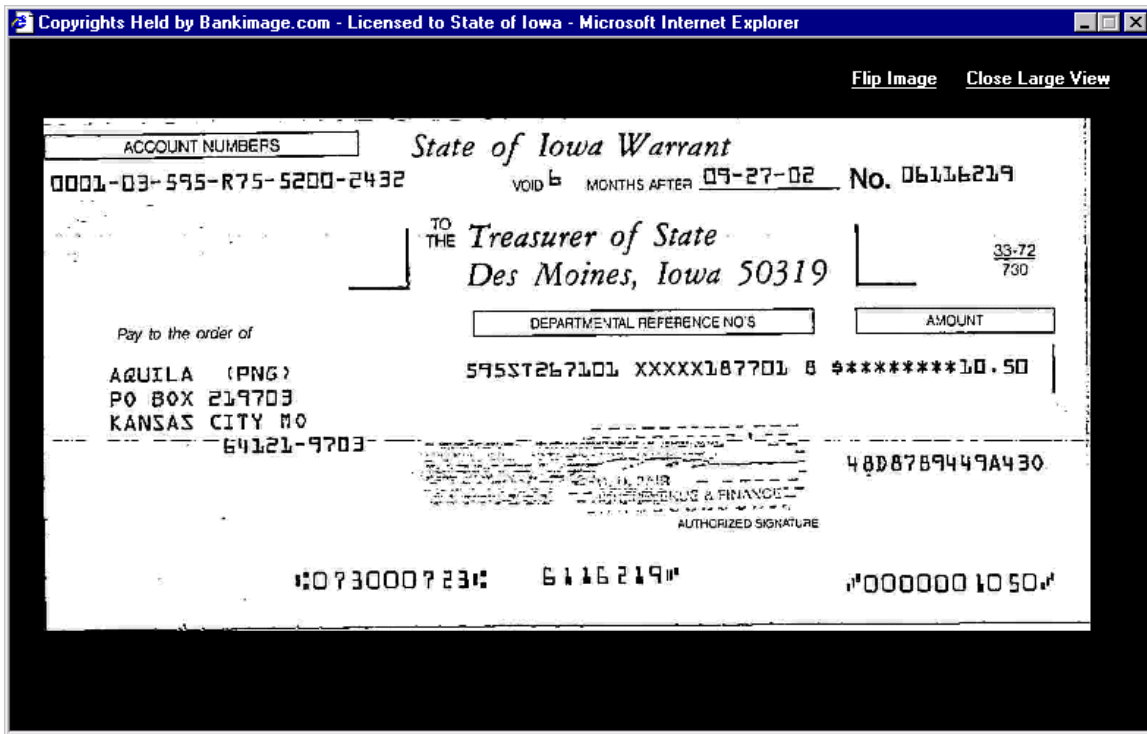
To see the back of the warrant, click on the Flip Image option under Record Options.



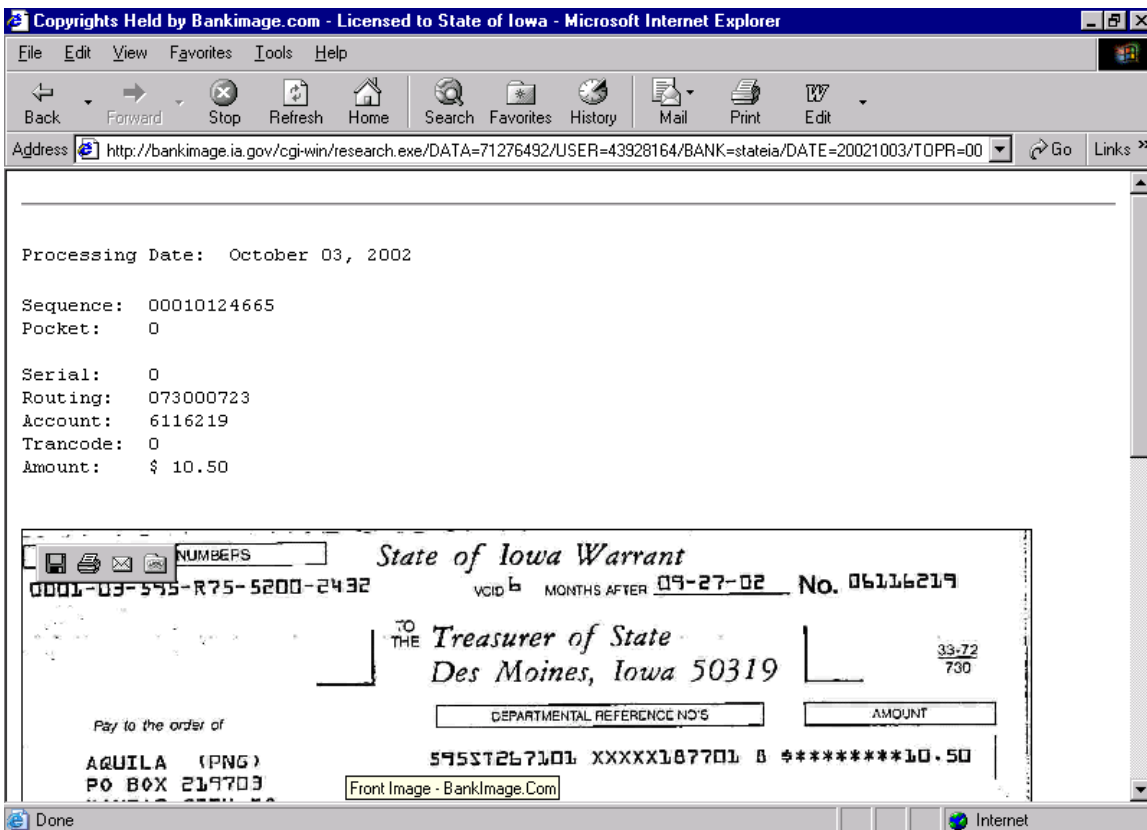
To see a larger view of the currently displayed side of the warrant, click on the Enlarge Image option under Record Options (this can be used for either the back or front view of the warrant).





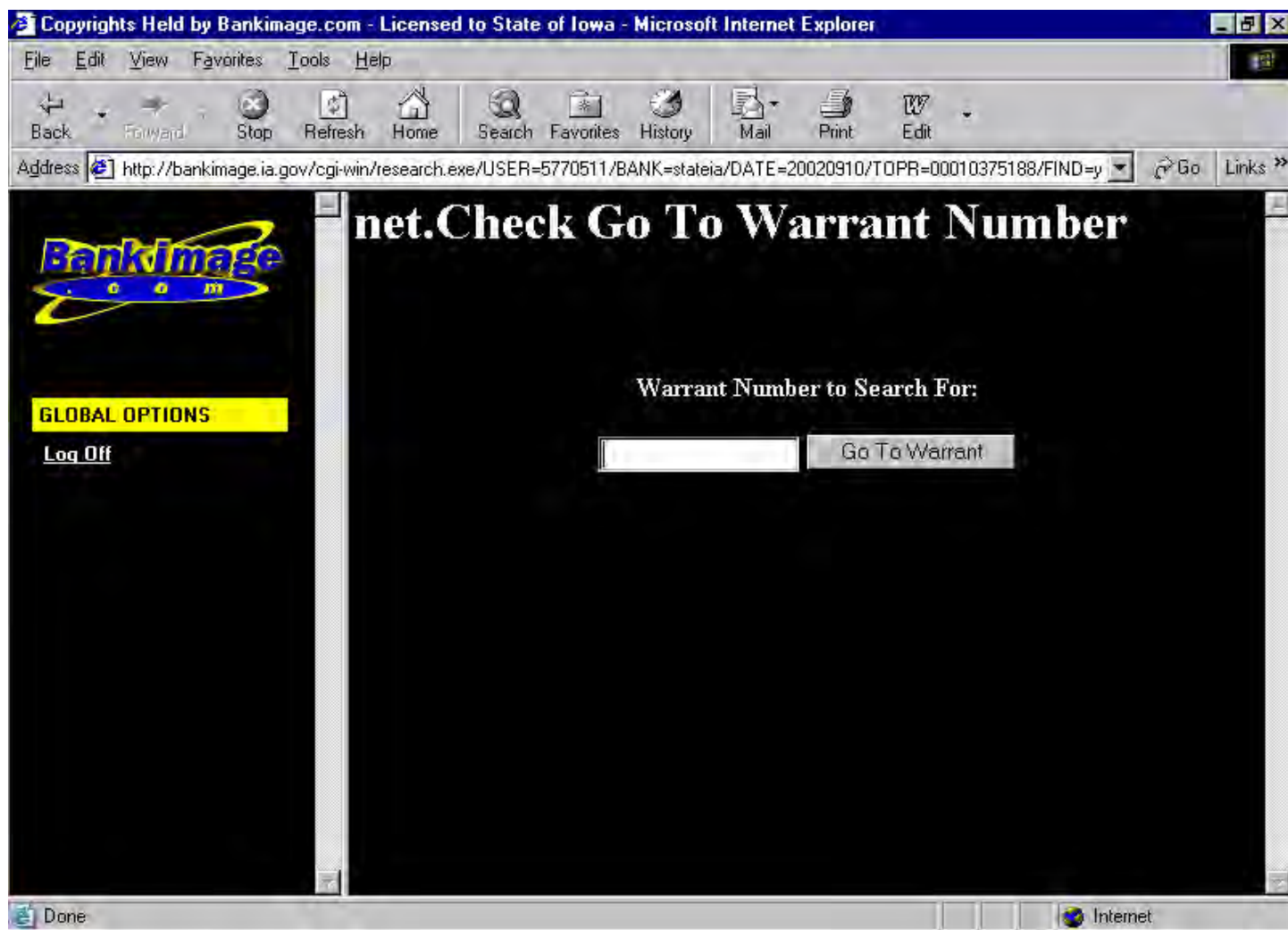


To print the warrant, click on the “Format for Printing” option under Record Options.

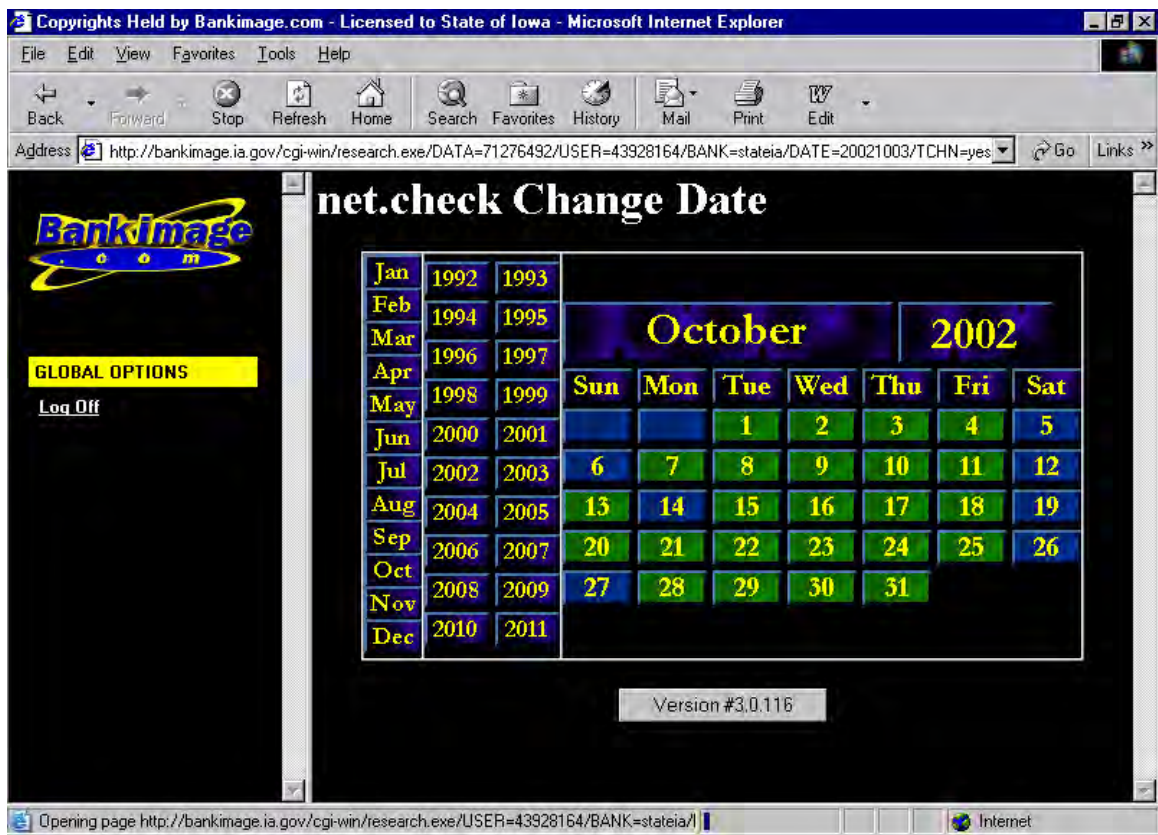


Use either the File/Print option or the Print button in Internet Explorer to print a copy of the image.

To view a different warrant from the same day, use the “Go To Warrant Number” option under the Search menu. Then type in the warrant number in the screen below and hit enter or click on Go To Warrant.



To view a warrant from a different day, click on the Change Date option under the Navigation menu which will take you back to the screen where you can select a date and enter a warrant number again.



To exit the system, the Logoff option can be used from both the Change Date Screen and the screen that displays an individual warrant (under Global Options).